

OFFICE PERFORMANCE COMMITMENT & REVIEW FORM (OPC)

I, ERLINDA S. ESGUERRA, Head of the Accounting Office commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January 1 to June 30, 2018

Submitted by:

Erinda
ERLINDA S. ESGUERRA
Head of Unit

Approved:

Louella C. Ampac
LOUELLA C. AMPAC
Director of Finance

Personnel Composition	Position Title	Number
Permanent	Accountant IV	1
Permanent	Admin. Asst. III	1
Permanent	Admin. Asst. II	1
Permanent	Admin Aide VI	3
Permanent	Admin Aide IV	4
Permanent	Admin Aide III	2
Casual	Admin Aide III	1
JO	Admin Aide	4

RATING SCALE
5 - Outstanding
4 - Very Satisfactory
3 - Satisfactory
2 - Fair

UMFO 6 General Administration and Support Services

OVPAF MFO2 Financial Services and Management

ODF MFO2 Financial Accounting

No.	MFO & PAPs	Success Indicators	Unit/Person Responsible	Jan-June 2018 Target	Actual Accomplishment	Percentage of Accomplishment	Rating				Remarks
							Q ¹	E ²	T ³	A ⁴	

Acctg. MFO 1	Bookkeeping Services	Number of monthly, quarterly and year-end financial reports with supporting schedules prepared and submitted to COA and DBM within mandated time	ES Esguerra and Acctg. Staff	750	850	113%	5	5	4	4.67	
		Number of quarterly and terminal financial projects reports with supporting schedules prepared and submitted to funding agencies within mandated time	ES Esguerra and Acctg. Staff	620	655	105%	5	5	4	4.67	
Acctg. MFO 2	Processing Services	Number of financial documents processed and approved within 3 days after receipt	ES Esguerra and Acctg. Staff	9,750	10,635	109%	5	5	5	5.00	
		Number of vouchers, payrolls, and ITR prepared and approved error free	ES Esguerra and Acctg. Staff	3,150	3,256	103%	5	5	5	5.00	
		Number of certified list of premium and loan payment prepared upon request within a day	ES Esguerra and Acctg. Staff	370	385	104%	5	5	5	5.00	
		Number of projects controlled under trust fund	ES Esguerra and Acctg. Staff	150	150	100%	5	5	5	5.00	
		Number of documents obligated/liquidated error free	ES Esguerra and Acctg. Staff	3,060	3,260	106%	5	5	5	5.00	

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		Number of quarterly and terminal financial projects reports with supporting schedules prepared and submitted to funding agencies within mandated time	ES Esguerra and Acctg. Staff	620	655	105%	5	5	4	4.67	
		Number of incoming/outgoing documents encoded/recorded	Acctg. Staff	11,100	12,849	115%	5	5	5	5.00	
		Number of transactions encoded/ recorded error free	ES Esguerra and Acctg. Staff	70,200	80,646	115%	5	5	5	5.00	
Acctg. MFO 3	Administrative and Support Services and Management	Customer friendly frontline services	Acctg. Staff	0 complaint	0 complaint	100%	5	5	5	5.00	
		Number of external linkages for improved financial management developed/maintained	Acctg. Staff	5 external linkages (COA and remitting NGA's/GOCC's)	5 external linkages (COA and remitting NGA's/GOCC's)	100%	5	5	5	5.00	

Acctg. MFO 1	Bookkeeping Services	Number of monthly, quarterly and year-end financial reports with supporting schedules prepared and submitted to COA and DBM within mandated time	ES Esguerra and Acctg. Staff	750	850	113%	5	5	4	4.67	
		Number of quarterly and terminal financial projects reports with supporting schedules prepared and submitted to funding agencies within mandated time	ES Esguerra and Acctg. Staff	620	655	105%	5	5	4	4.67	
	Other Accomplishment										use of ip messenger to closely monitor unliquidated cash advances in addition to demand letters
	Total Over-all Rating						55	55	53	54.33	
	Average Rating					4.94					
	ADJECTIVAL RATING										

Received by:

Calibrated by:

Recommending Approval:

Approved:

DILBERTO FERRAREN
Planning Office

REMBERTO A. PATINDOL
Chairman, PMT

REMBERTO A. PATINDOL
Vice President

EDGARDO E. TULIN
President

Date: _____

Date: _____

Date: _____

Date: _____

1 - quality

2 - efficiency

3.- timeliness

4.- average